

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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SUBJECT: Requirements for Processing Cash
Awards through the Consolidated
Personnel Management Information
System

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FPM Letter 296-101, dated September 24, 1986, required the documentation of all cash awards on Standard Form (SF) 50. The Office of Personnel Management (OPM) expects all personnel actions recorded on SF-50's, excluding agency optional actions, to be reported to the Central Personnel Data File (CPDF). The mechanism for reporting Department of Transportation actions to OPM's CPDF is to record the action in the Consolidated Personnel Management Information System (CPMIS).

There have been a number of instances of awards paid out of imprest funds, later being processed through CPMIS, and paid a second time by the Consolidated Uniform Payroll System (CUPS). Some personnel offices, in order to prevent these overpayments, typed the SF-50's for personnel and payroll documentation rather than entering the awards into CPMIS. CPMIS has recently been revised to allow for the input of a code which will print the remark, "AWARD PREVIOUSLY PAID, NOT TO BE PAID THROUGH THE PAYROLL SYSTEM," on the SF-50 for an award paid from an imprest fund. The CPMIS award program was further modified to not generate a record for CUPS when the remark appears on the SF-50.

Since these changes are already in place, please ensure that all future cash awards are processed through CPMIS in compliance with this policy. Further instructions for processing cash awards in CPMIS may be found in the CPMIS Personnel Subsystem Users Manual.

for RP Brady
Director of Personnel

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